

## **Schedule (A) – Legal Requirements**

### **Work you must do to comply with the law**

**Timescales (in bold) must be complied with. (IF YOU ARE HAVING DIFFICULTY IN COMPLYING WITH THE TIMESCALES LISTED THEN YOU MUST CONTACT THE OFFICER IMMEDIATELY TO AVOID FURTHER ACTION BEING TAKEN)**

#### **Compliance with Hygiene and Safety Procedures**

<b>No</b>	<b>Item</b>	<b>Timescale</b>
1.	<p><u>Storage of Food</u> At the time of my visit, sacks of potatoes were being stored in the external “garage” area next to the premise. This area is not fully enclosed so is not adequately proofed against the entry of pests.</p> <p>You must remove the sacks of potatoes from the above-mentioned area and provide appropriately pest proofed storage for the potatoes.</p>	<b>One week</b>

#### **Compliance with Structural Requirements**

<b>No</b>	<b>Item</b>	<b>Timescale</b>
1.	<p><u>Cleaning and Disinfection</u> Although you had an anti-bacterial spray available it was not clear if the product meets the BS EN Standard (see note below).</p> <p>As discussed during my visit, you must ensure that the products you use meet the BS EN Standard or you need to change to a product that does comply with the BS EN Standard and ensure that you use it according the manufacturers’ instructions.</p> <p><u>Note:-</u> The two official standards for how effective a product is against a range of micro-organisms are:-</p> <ul style="list-style-type: none"><li>• BS EN 1276:1997 updated by BS EN 1276:2009</li><li>• BS EN 13697:2001</li></ul> <p>These standards demonstrate that a disinfectant is capable of reducing the levels of a range of bacteria, including <i>E. coli</i> under a set of specified conditions e.g. at a particular temperature, dilution and contact time. You should be able to confirm by looking at the label, that the new product meets the BS EN Standard, or if it is not clear from the label, contact the suppliers or the manufacturer for confirmation.</p>	<b>Ongoing</b>

2.	<p><u>Cleaning Cloths</u> You are using re-usable cloths for cleaning in a designated clean environment i.e. cleaning surfaces and equipment used with ready-to-eat foods. The laundering process of these cloths is therefore regarded as being critical to food safety. You must either change to disposable cloths or if you continue to re-use cloths then you must ensure:-</p> <ul style="list-style-type: none"> <li>• Separate cloths are designated for use only in clean environments (i.e. for cleaning surfaces and equipment used with ready-to-eat foods).</li> <li>• Laundering of cloths is done at a suitably high temperature i.e. a wash cycle that reaches 82°C or higher. This may be achieved through a standard hot cycle, which typically operates at 90°C.</li> <li>• There are no changes to lower temperatures for energy efficiency.</li> </ul>	<b>Immediately</b>
3.	<p><u>Structure: Walls</u> There were a small number of missing or damaged wall tiles near to the back door in the potato preparation room.</p> <p>Repair/ replace the missing or damaged wall tiles to leave a wall surface that is in a sound, easy to clean condition.</p>	<b>3 months</b>

<b>Confidence in Management/Control Procedures Compliance</b>		
<b>No</b>	<b>Item</b>	<b>Timescale</b>
1.	<p><u>Registration of a Food Business</u> It is a legal requirement to register your food premises with High Peak Borough Council.</p> <p>Food business operators shall also ensure that the Council always has up-to-date information on establishments, including by notifying any significant change in activities and any closure of an existing establishment. I have enclosed a registration form with this letter, which you need to complete and return to this office within 14 days.</p> <p>Alternatively registration can be completed online at: <a href="http://www.highpeak.gov.uk">www.highpeak.gov.uk</a></p>	<b>Within 2 weeks</b>
2.	<p><u>Written Food Safety Management</u> You are legally required to have food safety management procedures based on hazard analysis at critical control points (HACCP) principles. This basically means you must have written procedures which are designed to make sure that the food you sell is safe to eat.</p> <p>The simplest way for you to meet this legal requirement is to complete the Food Standards Agency 'Safer Food Better Business' (SFBB) pack for <u>Caterers</u>.</p>	<b>One month</b>

Continued

If properly implemented SFBB will meet the requirements of the legislation. You do not have to use this system to comply, but any alternative system must be of an equivalent standard.

If you choose to use the SFBB manual you can obtain a pack by downloading and printing the pack from the Food Standards Agency website: [www.food.gov.uk](http://www.food.gov.uk)

You then need to:-

- Complete the “Safe Method” sections at the front of the manual (**Cross – contamination, Cleaning, Chilling, Cooking and Management**);
- Train relevant staff in the Safe Methods recorded in your manual and ensure the staff training records are completed and kept up to date as any new employees are trained;
- On each day complete the Daily Diary section to confirm that the opening and closing checks have been completed. You also need to keep a record of any problems you found and what actions you took to deal with the problem. Each day’s records need to be signed off by a manager to confirm that the Safe Methods have been followed;
- Record any Extra Checks you carry out e.g. surveying your premises for pest activity, deep cleaning, probe thermometer checks etc.;
- Complete the 4 weekly reviews of diary records as detailed in the pack. If any changes are identified you must update the relevant sections of your SFBB pack.

As the person responsible for food safety you must ensure that your food safety management system is being fully and effectively implemented. These records will form an important part of future inspections and must be kept up to date.

You should be able to show how you meet this requirement on my next inspection or revisit.